

Town of Mashpee

16 Great Neck Road North, Mashpee, MA 02649

ph: (508) 539-1400

January 21, 2016

Town of Mashpee

*16 Great Neck Road N.
Mashpee, Massachusetts 02649*

FINANCE COMMITTEE – PUBLIC SESSION
Mashpee Town Hall – Waquoit Bay Meeting Room 1
Thursday, January 21, 2016 – 6:30 PM

CALL TO ORDER

PUBLIC COMMENT

APPROVAL OF MINUTES

- December 17, 2015

OLD BUSINESS

NEW BUSINESS

- Board of Selectmen Liaison Report – John Cotton
- Update on FY17 Budget Meetings
- Committee/Liaison Reports

ADDITIONAL TOPICS

- This space is reserved for topics that the Chairman could not reasonably anticipate would be discussed.

UPCOMING FINANCE COMMITTEE MEETINGS

- Thursday, February 4, 2016 – Joint Budget Meeting w/School Committee

ADJOURNMENT

Present: Chris Avis, David DelPonte, Terrie Cook, Michael Richardson,
Tom Murphy, Oskar Klenert, Jeffrey Pettengill

Meeting Called to Order by Chairman Avis at 6:30 p.m.
Mashpee Town Hall, Waquoit Meeting Room

PUBLIC COMMENT

APPROVAL OF MINUTES

December 17, 2015:

The minutes were amended on page 5 to correct a typo under the topic; Schools to read: DeBoer.

Motion made by Mrs. Cook to approve the minutes of December 17, 2015 as amended.

Motion seconded by Mr. DelPonte.

VOTE: Unanimous. 5-0-2.

Roll Call Vote:

Mr. Avis, yes	Mr. DelPonte, yes	Mrs. Cook, yes
Mr. Murphy, abstained	Mr. Pettengill, yes	Mr. Klenert, abstained
Mr. Richardson, yes	Opposed, none	

NEW BUSINESS

Board of Selectmen Liaison Report – John Cotton:

There was no report. Selectman Cotton was absent, attending the annual Massachusetts Municipal Association (MMA) meeting in Boston.

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Update on FY17 Budget Meetings:

The Finance Committee is currently awaiting the Town Manager's final budget recommendation for fiscal year 2017. This is a necessary component for the Finance Committee in their budgetary review and planning process.

With regards to the Report of the Finance Committee for the Special & Annual Town Meetings of Monday, May 2, 2016, Mrs. Cook offered her assistance to ensure its analysis is in its proper form for the publication. It was disclosed the report is required to be formatted for printing and dissemination by April 2, 2016. Mrs. Cook indicated she has the template that is used to structure the organizational format of the report. Mrs. Cook stated she is willing to take the lead, to structure the report intended to be mailed to each registered voters' household in a timely and professional manner prior to the May Town Meeting.

Of particular importance is the coordinated calculation of the tax rate and annual cost of principal and interest on debt. Finance Committee member David DelPonte offered to work on the specifics of the report with Mrs. Cook. It was agreed the report would be prepared in the customary standard of excellence for the Town of Mashpee. Last year, the format of the report was changed to bring forth a more user friendly document. For ease of review, the commentary of the Finance Committee recommendations are now inserted with each

article as it appears on the warrant.

Committee/Liaison Reports:

In the budget process, the Chairman recommended the Finance Committee respectfully address their respective liaison assignments.

Capital Improvement Program (CIP):

Mrs. Cook reported the Capital Improvement Program (CIP) Committee is scheduled to convene next week to review estimated disbursements required for fiscal year 2017 and ensuing years. The FY17 CIP is comprised of Town Manager Rodney Collins, the Finance Director Dawn Thayer, Selectman representative Andrew Gottlieb, Finance Committee representative Terrie Cook and Chuck Gasior serving as the at-large representative. The Committee is comprised of several former members and it is anticipated the CIP would bring forth a constructive plan for FY17 which includes the out-years of the capital budget program.

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Committee/Liaison Reports:

CIP: (continued)

To begin the process, the CIP is scheduled to conduct an organizational meeting to initiate the assessment of capital project requirements and recommendations for the purpose of funding the FY2017 Capital Improvement Program. During this time, revenue available for appropriation is discussed.

On Thursday, January 28, 2016, the CIP will meet with the Department of Public Works, representation from the Planning & Construction Committee and School Department. On Tuesday of the following week, the CIP is scheduled to review budgetary needs with the Police Department, the Sewer Commission and Recreation Department. On Thursday, February 4, 2016 the CIP has arranged to discuss the Selectmen's proposed budget, and meet with respective Department Heads to review recommended disbursements for the Fire Department and Information Technology Department.

In reviewing the outline of the proposed capital plan of all departments for fiscal years 2017 through 2022 in comparison to last year, Mrs. Cook indicated there appears to be a lot of costly requests, especially with the Sewer Plan. The CIP is fortunate to have returning members, and it is anticipated a realistic plan would be developed in terms of affordability; needs vs. requests.

Mrs. Cook stated the capital plan review and determination is an interesting and thorough process. After the initial departmental meetings, the CIP determines the projects planned to move forward within budgetary constraints. It was noted that projects over a certain amount of money and with a certain life span are generally considered for the CIP program. Some of the projects move forward with funding from the Mashpee Cable and Advanced Technology (MCAT) account, from the Ambulance Receipts Account, grant funding sources and with surplus funds (free cash). Projects such as the Police Department and DPW lease purchase programs are required to be funded by available revenues to continue lease vehicle and equipment obligations.

It was noted in FY12, the CIP recommended that a capital bond in the amount of \$1.5 million be implemented to fund much needed infrastructure improvements prioritized by the Planning & Construction Committee. The issuance of the bond was approved by a vote of Town Meeting. The funding assisted with building repairs and upgrades to town facilities.

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Committee/Liaison Reports:

CIP: (continued)

The Town of Mashpee is in excellent financial health maintaining an AAA rating, the highest possible bond rating for a municipality. With the debt of the Mashpee High School scheduled to expire in FY18, the town will have some funding leverage.

Discussion followed with regards to the necessity of a DPW storage building, a capital item contained in the CIP program for a number of years. The DPW garage is listed under the Planning & Construction category in this year's outlay of the capital program.

Mrs. Cook complimented the former Town Manager on developing a good capital improvement program framework for the Town of Mashpee.

Library:

The Mashpee Public Library has submitted an FY17 budget a percentage lower than FY16. Kathleen Mahoney, the Librarian has been working diligently to reduce budget presumptions within the budget projection. Mr. Richardson indicated the budget review sessions have taken a positive approach. In fiscal year 2017, the Library is seeking to fund an additional full-time staff member. It was felt that occasionally part-timers can get frustrated at the lack of full-time employment and may end up looking elsewhere if that opportunity is not made available at the Library, which if occurring leaves gaps in staff that are hard to fill, and that in general running any operation with a large number of part-time employees can have its challenges. Ms. Mahoney is attempting to rectify this concern while remaining within budget perimeters.

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Committee/Liaison Reports:

Review of Monthly Appropriation Report:

Last month, the Finance Committee authorized an Emergency Reserve Fund transfer in the amount of \$45,000. The \$100,000 Reserve Fund balance is now \$55,000.

Under the \$62,000 Finance Committee Expense Account the funds have been expended as follows;

\$43,000 – Town Audit

*An additional \$7,000 has been encumbered for the Audit

*FY17 Recommendation to increase Expense Budget by \$7,000

\$19,000 - Printing of October Town Meeting Warrant; \$8,000
Expense; \$204

The remainder of the expense budget; \$11,800 is deemed adequate to fund the May Town Meeting Finance Committee report and related mailings.

With regards to the decision of the Finance Committee to support an Emergency Reserve Fund Transfer at their last meeting as a result of a public health issue, it was recommended the Town review the liability insurance of the bank, the mortgage holder to possibly recoup expenditures. To date, the Finance Committee has not received a response from the Town regarding the foreclosure property. With the emergency funding, it was agreed the property and value thereof has been improved upon. The Finance Committee Chair indicated he would consult the Board of Health Agent with respect to this regard and report to the full committee at the next meeting.

At the last meeting, the Town Manager requested that all departmental communications go through his office. As a reminder and for transparency members of the Finance Committee were requested to maintain an open line of communication with the Town Manager.

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UPCOMING FINANCE COMMITTEE MEETINGS

Thursday, February 4, 2016 – Joint Budget Meeting w/School Committee at 6:30 p.m.

It was agreed the Finance Committee Chair would confirm the schedule of the joint budget meeting with the new School Committee Chair Don Myers. A copy of the revised budget will be requested for review prior to the budget session.

ADJOURNMENT

Motion made by Mr. Klenert to adjourn at 7:08 p.m.

Motion seconded by Mr. Richardson.

VOTE: Unanimous. 7-0.

Roll Call Vote:

Mr. Avis, yes	Mr. DelPonte, yes	Mrs. Cook, yes
Mr. Murphy, yes	Mr. Richardson, yes	Mr. Klenert, yes
Mr. Pettengill, yes	Opposed, none	

Respectfully submitted,

Kathleen M. Soares
Finance Committee Secretary